

*Broker
Compliance
Evaluation
Manual*

*California Department of Real Estate
June 1999*

Preface

This Broker Compliance Evaluation manual was prepared to assist primarily the real estate broker conducting residential sales in ascertaining his/her compliance with Department of Real Estate requirements. It contains many of the questions that you would be asked if visited by a Department of Real Estate representative.

This manual was not designed to encompass all of your obligations and responsibilities under the Real Estate Law but rather as one of the tools you may use when reviewing your records and office procedures. We hope that it will assist you.

Department of Real Estate

Table of Contents

Section I: <i>General Business Practices</i>	1
1. Are the broker's salespersons properly licensed?	2
2. Does the broker notify the Department of Real Estate upon the hiring and termination of salespersons?	3
3. Does the broker have a written broker-salesperson agreement with each of his/her salespersons?	4
4. Is the broker properly supervising?	5
5. Does the broker retain copies of all documents?	6
6. Do the documents disclose the negotiability of commissions?	7
7. Does the broker have a license for each business location?	8
8. Is the broker using an unlicensed fictitious name?	9
9. Is the broker providing the Real Estate Transfer Disclosure Statement?	10
10. Is the broker maintaining pest control documentation?	11
11. Is the broker conducting escrows?	12
Section II: <i>Trust Fund Handling</i>	14
Trust Fund Handling Questionnaire	15
1. Is the bank account used for trust fund handling in the name of the broker as trustee?	16
2. Is the bank account used for trust fund handling an interest-bearing account?	17
3. Are control records complete and accurate?	18
4. Are the separate transaction records complete and accurate?	19
5. Is monthly reconciliation of the control records and separate records performed and documented?	20
6. Are trust funds deposited in a timely manner?	21
7. Are authorized signatories either employed by the broker and licensed or unlicensed but bonded?	22
8. Are broker's funds commingled with trust funds?	23

Section I: *General Business Practices*

1. Are the broker's salespersons properly licensed? ¹

Correct Procedure:

All persons performing activities requiring a real estate license for compensation must hold a valid real estate license.

The broker should have some procedure in place to monitor the expiration dates of the licenses of his/her salespersons. Standard broker and salesperson licenses expire four years after issuance. However, a conditional salesperson license expires 18 months after issuance unless the salesperson has submitted evidence to the Department of completion of the mandatory educational requirements. The broker should also retain possession of the licenses of his/her salespersons while in the broker's employ.

Once the license has expired, no licensed activity can be performed by the licensee until the license has been renewed. The late renewal period (often referred to as the "grace" period) simply allows the licensee to renew on a late basis without retaking the examination; it does not allow the licensee to conduct licensed activity during the late renewal period.

It is unlawful for any broker to employ or compensate, directly or indirectly, any person for performing licensed activity unless that person is a licensed broker, or a salesperson licensed to the broker. A salesperson may not accept compensation for licensed activity nor pay compensation for licensed activity except through the broker under whom he/she is at the time licensed.

It is a misdemeanor, punishable by a fine of \$100 for each offense, for any person, whether obligor, escrow holder or otherwise, to pay or deliver to anyone compensation for performing any licensed acts who is not known to be or who does not present evidence that he/she is a licensed real estate broker at the time such compensation is earned.

¹ Reference: Real Estate Law Book, Sections 10130, 10131, 10132, 10137, 10138, 10153.4, 10160. (Unless otherwise noted, all "Section" references are to the Business and Professions Code.)

2. Does the broker notify the Department of Real Estate upon the hiring and termination of salespersons? ²

Correct Procedure:

Whenever a real estate salesperson enters the employ of a broker, the broker shall notify the commissioner of that fact within five days. This notification shall be given on a form prepared by the Department and shall be signed by the broker and the salesperson. The form of notification shall provide at least the following information:

1. Name and business address of the broker.
2. Mailing address of the salesperson, if different from the business address.
3. Date when the salesperson entered the employ of the broker.
4. Certification by the salesperson that he/she has complied with the provisions of Section 10161.8(d) of the Business & Professions Code.
5. Name and business address of the real estate broker to whom salesperson was last licensed and the date of termination of that relationship.
6. Certification by the salesperson that the predecessor broker has notice of the termination of the relationship.

As an acceptable alternative to 5 and 6 above, the form may be utilized by the predecessor broker to give notice of the termination of the broker/salesperson relationship as required by Section 10161.8(b) of the Business & Professions Code if this notice is mailed to the commissioner not more than ten days following such termination.

² Reference: Real Estate Law Book, Section 10161.8; Regulation 2752.

3. Does the broker have a written broker-salesperson agreement with each of his/her salespersons? ³

Correct Procedure:

Every broker must have a written agreement with each of his/her salespersons, whether licensed as a salesperson or as a broker under a broker-salesperson arrangement. The agreement shall be dated and signed by the parties and shall cover material aspects of the relationship between the parties, including supervision of licensed activities, duties and compensation.

³ Reference: Real Estate Law Book, Regulation 2726.

4. Is the broker properly supervising? ⁴

Correct Procedure:

A broker shall exercise reasonable supervision over the activities of his or her salespersons. Reasonable supervision includes, as appropriate, the establishment of policies, rules, procedures and systems to review, oversee, inspect and manage:

- a. Transactions requiring a real estate license.
- b. Documents which may have a material effect upon the rights or obligations of a party to the transaction.
- c. Filing, storage and maintenance of such documents.
- d. The handling of trust funds.
- e. Advertising of any service for which a license is required.
- f. Familiarizing salespersons with the requirements of federal and state laws relating to the prohibition of discrimination.
- g. Regular and consistent reports of licensed activities of salespersons.

The form and extent of such policies, rules, procedures and systems shall take into consideration the number of salespersons employed and the number and location of branch offices.

A broker shall establish a system for monitoring compliance with such policies, rules, procedures and systems. A broker may use the services of brokers and salespersons to assist in administering the provisions of this section so long as the broker does not relinquish overall responsibility for supervision of the acts of salespersons licensed to the broker.

⁴ Reference: Real Estate Law Book, Regulation 2725.

5. Does the broker retain copies of all documents? ⁵

Correct Procedure:

A licensed broker must retain for 3 years copies of all listings, deposit receipts, canceled checks, trust account records, and other documents executed by him or her or obtained by him or her in connection with any transaction for which a broker's license is required. The retention period shall run from the date of the closing of the transaction or from the date of the listing if the transaction is not consummated. After reasonable notice, the books, accounts and records shall be made available for audit, examination, inspection and copying by a Department representative during regular business hours.

⁵ Reference: Real Estate Law Book, Section 10148.

6. Do the documents disclose the negotiability of commissions? ⁶

Correct Procedure:

Any printed or form agreement which initially establishes, or is intended to establish, or alters the terms of any agreement which previously established a right to compensation to be paid to a licensee for the sale of residential real property containing not more than four residential units, or for the sale of a mobilehome, shall contain the following statement in not less than 10-point boldface type immediately preceding any provision of such agreement relating to compensation of the licensee:

Notice: The amount or rate of real estate commissions is not fixed by law. They are set by each broker individually and may be negotiable between the seller and broker.

As used above, "alters the terms of any agreement which previously established a right to compensation" means an increase in the rate of compensation, or the amount of compensation if initially established as a flat fee, from the agreement which previously established a right to compensation.

The broker must make certain that his/her agreements and forms are not preprinted with any amount or rate of compensation.

⁶ Reference: Real Estate Law Book, Section 10147.5.

7. Does the broker have a license for each business location? ⁷

Correct Procedure:

A broker is authorized to conduct business only at the address listed on his/her license. If the broker maintains more than one place of business within the State, he/she shall apply for and procure an additional license for each branch office so maintained. The application for a branch office license must state the name of the person and the location

⁷ Reference: Real Estate Law Book, Section 10163.

8. Is the broker using an unlicensed fictitious name? ⁸

Correct Procedure:

A broker shall not use a fictitious name in the conduct of any activity requiring a real estate license unless the broker first obtains a license bearing the fictitious name. (A fictitious business name is frequently referred to as a "dba" - doing business as.)

To obtain a license bearing a fictitious name, the broker must apply to the Department and attach a certified copy of the fictitious business name statement filed with the county clerk.

The Real Estate Commissioner may refuse to issue a license bearing a fictitious name to a broker if the fictitious name:

1. Is misleading or would constitute false advertising.
2. Implies a partnership or corporation when a partnership or corporation does not exist.
3. Includes the name of a real estate salesperson.
4. Constitutes a violation of the provisions of Sections 17910, 17910.5, 17915 or 17917 of the Code. (These Sections provide the procedures for issuance of a fictitious business name.)
5. Is the name formerly used by a licensee whose license has since been revoked.

⁸ Reference: Real Estate Law Book, Section 10159.5 and Regulation 2731.

9. Is the broker providing the Real Estate Transfer Disclosure Statement? ⁹

Correct Procedure:

The obligation to prepare and deliver the Real Estate Transfer Disclosure Statement (TDS) to the prospective buyer is imposed upon the seller and the seller's broker and any broker acting in cooperation with the seller's broker. If more than one broker is involved in the transaction, the broker obtaining the offer is required to deliver the TDS to the prospective buyer, unless instructed otherwise by the seller.

The TDS must be given to the prospective buyer as soon as practicable before the transfer of title, or, in the case of a lease option, sales contract, or ground lease, before the execution of the contract. If the TDS or amended TDS is delivered after the execution of an offer to purchase, the buyer has three days after delivery in person, or five days after delivery by deposit in the mail, to terminate the offer by delivering a written notice of termination to the seller or to the seller's broker.

In addition, the listing broker and the selling broker each have the duty to conduct a reasonably competent and diligent visual inspection of the property and to disclose to a prospective buyer all material facts affecting the value or desirability of the property that an investigation would reveal.

⁹ Reference: Civil Code Sections 1102 et seq. and 2079. Real Estate Law Book, Section 10176.5.

10. Is the broker maintaining pest control documentation? ¹⁰

Correct Procedure:

In a real estate transaction subject to the provisions of Section 1099 of the Civil Code, the real estate broker acting as agent for the seller in the transaction shall effect delivery of the inspection report, certification and the notice of work completed, if any, to the transferee in accordance with said section.

If more than one real estate broker licensee is acting as an agent of the transferor in the transaction, the broker who has obtained the offer made by the transferee shall effect delivery of the required documents to the transferee unless the transferor has given written directions to another real estate broker licensee acting as agent of the transferor in the transaction to effect delivery.

If the agent cannot obtain the required documents to deliver to the transferee and does not have written assurance from the transferee that all of said documents have been received, the agent shall advise the transferee in writing of the transferee's rights under Section 1099.

The broker shall maintain a record of the action taken to effect compliance with this regulation in accordance with Section 10148 of the Business and Professions Code.

Section 1099 of the Civil Code sets forth the requirements for delivery of a Structural Pest Control Inspection Report and any Notice of Work Completed, if certification or preparation of a report is a condition of the contract effecting transfer, or is a requirement imposed as a condition of financing.

¹⁰ Reference: Civil Code Section 1099. Real Estate Law Book, Regulation 2905.

11. Is the broker conducting escrows? ¹¹

Correct Procedure:

Section 17006(a)(4) of the Financial Code exempts a licensed broker from the Escrow Law when the broker is performing acts in the course of or incidental to a real estate transaction in which the broker is an agent or a party to the transaction and in which the broker is performing an act for which a real estate license is required. The exemption is personal to the broker and the broker shall not delegate any duties other than duties performed under the direct supervision of the broker.

The broker's exemption provided for above is not available for any arrangement entered into for the purpose of performing escrows for more than one business.

Section 17403.4 of the Financial Code requires all written escrow instructions executed by a buyer or seller to contain a statement in not less than 10-point type which shall include the license name and the name of the department issuing the license or authority under which the person is operating. This section does not apply to supplemental escrow instructions or modifications to escrow instructions.

Real Estate Commissioner's Regulation 2950 sets forth acts which are prohibited and may be grounds for disciplinary action:

- (a) Soliciting or accepting an escrow instruction (or amended or supplemental escrow instruction) containing any blank to be filled in after signing or initialing of such escrow instruction (or amended or supplemental escrow instruction).
- (b) Permitting any person to make any addition to, deletion from, or alteration of an escrow instruction (or amended or supplemental escrow instruction) received by such licensee, unless such addition, deletion or alteration is signed or initialed by all persons who had signed or initialed such escrow instruction (or amended or supplemental escrow instruction) prior to such addition, deletion or alteration.
- (c) Failing to deliver at the time of execution of any escrow instruction or amended or supplemental escrow instruction a copy thereof to all persons executing the same.
- (d) Failing to maintain books, records and accounts in accordance with accepted principles of accounting and good business practice.
- (e) Failing to maintain the office, place of books, records, accounts, safes, files and papers relating to such escrows freely accessible and available for audit, inspection and examination by the Commissioner.
- (f) Failing to deposit all money received as an escrow agent and as part of an escrow transaction in a bank trust account, or escrow account on or before the close of the next full working day after receipt thereof.
- (g) Withdrawing or paying out any money deposited in such trustee account or escrow account without the written instruction of the party or parties paying the money into escrow.
- (h) Failing to advise all parties in writing if he/she has knowledge that any licensee acting as such in the transaction has any interest as a stockholder, officer, partner or owner of the agency holding the escrow.

¹¹ Reference: Financial Code Sections 17006(a)(4) and 17403.4. Real Estate Law Book, Regulation 2950.

- (i) Failing upon closing of an escrow transaction to render to each principal in the transaction a written statement of all receipts and disbursements together with the name of the person to whom any such disbursement is made.
- (j) Delivering or recording any instrument which purportedly transfers a party's title or interest in or to real property without first obtaining the written consent of that party to the delivery or recording.

Section II: *Trust Fund Handling*

Trust Fund Handling Questionnaire

1. Is the bank account used for trust fund handling in the name of the broker as trustee?
2. Is the bank account used for trust fund handling an interest-bearing account?
3. Are control records complete and accurate?
4. Are the separate transaction records complete and accurate?
5. Is monthly reconciliation of the control records and separate records performed and documented?
6. Are trust funds deposited in a timely manner?
7. Are authorized signatories either employed by the broker and licensed or unlicensed but bonded?
8. Are broker's funds commingled with trust funds?

1. Is the bank account used for trust fund handling in the name of the broker as trustee? ¹²

Correct Procedure:

1. If broker holds an individual broker's license, the account should be set up in his or her name or in the name of a fictitious business name if the broker is the holder of a license bearing such fictitious name and designated a "Trust Account."

For example:

John Doe Trust Account, *or* Jane Doe Trust Account

or, assuming broker has registered dba of 25th Century Realty:

25th Century Realty Trust Account

2. If broker is a corporate broker licensee, the account should be set up in the corporation's name or in the name of a fictitious business name if the corporate broker is the holder of a license bearing such fictitious name and designated a "Trust Account."

For example:

ABC, Inc. Trust Account

or, assuming corporate broker has registered dba of ABC Realty:

ABC Realty Trust Account

¹² Reference: Real Estate Law Book, Regulation 2832.

2. Is the bank account used for trust fund handling an interest-bearing account?
¹³

Correct Procedure:

Trust funds may, at the request of the owner of the funds, be placed into an interest-bearing account at a bank or savings and loan association if the following requirements are met:

1. The account is in the name of the broker as trustee for the specified beneficiary or principal of a transaction or series of transactions.
2. All of the funds in the account are covered by insurance provided by an agency of the federal government.
3. The funds in the account are kept separate, distinct, and apart from funds belonging to the broker or to any other person for whom the broker holds funds in trust.
4. The broker discloses to the beneficiary of the funds the nature of the account, how interest will be calculated and paid under various circumstances, whether service charges will be paid to the depository and by whom, and the possible penalty for withdrawals.
5. No interest earned on the funds shall inure directly or indirectly to the benefit of the broker nor to any person licensed to the broker.
6. In an executory sale, lease, or loan transaction in which the broker accepts funds in trust to be applied to the purchase, lease, or loan, the parties to the contract shall have specified in the contract or by collateral written agreement the person to whom interest earned on the funds is to be paid or credited.

It should be noted that this would require the broker to maintain a separate bank account for each beneficiary who wishes to earn interest.

¹³ Reference: Real Estate Law Book, Section 10145(d)(1)-(6).

3. Are control records complete and accurate? ¹⁴

Correct Procedure:

Every broker shall keep a record of all trust funds received, including uncashed checks.

1. If a broker does not maintain a trust account or maintains a trust account but forwards all trust funds received to either the escrow or to the owner of the funds, then he/she must maintain a Record of Trust Funds Received but not Deposited to the Trust Fund Bank Account (for example, DRE Form RE 4524). This record should show the following in chronological sequence:

- a. Date funds received.
- b. Form of payment.
- c. Amount received and from whom received.
- d. Description of property or other identification.
- e. Identity as to whom funds were forwarded.
- f. Date of disposition.

However, a broker is not required to keep the above records of passing through checks made payable to service providers (e.g., escrow, credit and appraisal services) when the total of such checks from any one principal for any transaction does not exceed \$1,000. Upon request of the Department or the maker of such checks, a broker shall account for the receipt and distribution of such checks. A broker shall retain for three years copies of receipts issued or obtained in connection with the receipt and distribution of such checks.

2. If a broker does maintain a trust account, he/she must maintain a Columnar Record of all Trust Funds Received and Paid Out of the Trust Fund Bank Account (for example, DRE Form RE 4522). This record should show the following in chronological sequence:

- a. Date funds received.
- b. From whom funds received.
- c. Amount received.
- d. Date of deposit.
- e. Check number and date of related disbursement.
- f. Daily balance of trust bank account.

¹⁴ Reference: Real Estate Law Book, Regulation 2831.

4. Are the separate transaction records complete and accurate? ¹⁵

Correct Procedure:

Brokers must maintain a Separate Record for Each Beneficiary or Transaction (for example, DRE Form RE 4523). This record accounts for the funds received from, or for the account of, each beneficiary or each transaction and deposited to the trust fund bank account. These records are necessary for the broker to ascertain the total owed to each of the beneficiaries. The record should show in chronological sequence the following:

1. Date of deposit.
2. Amount of deposit.
3. Date of each related disbursement.
4. Check number of each related disbursement.
5. Amount of each related disbursement.
6. If applicable, dates and amounts of interest earned and credited to the account.
7. Balance after posting transactions on any date.

¹⁵ Reference: Real Estate Law Book, Regulation 2831.1.

5. Is monthly reconciliation of the control records and separate records performed and documented? ¹⁶

Correct Procedure:

The balance of all separate beneficiary or transaction records (for example, DRE Form RE 4523) must be reconciled with the record of all trust funds received and disbursed (for example, DRE Form RE 4522) at least once a month. A record of reconciliation must be maintained and it must identify the following:

1. Bank account name.
2. Account number.
3. Date of reconciliation.
4. Name of beneficiary.
5. Trust fund liabilities of the broker to each beneficiary.

For example:

ABC Realty, Inc. Trust Account
0339-000011
5/31/99

Balances per Separate Beneficiary Records:

Jones	\$500.00
Smith	\$250.00
Thompson	<u>\$100.00</u>

Total of Separate Records	<u>\$850.00</u>
---------------------------	-----------------

Balance per Record of All Trust Funds Received:	<u>\$850.00</u>
---	-----------------

Difference (if any, should be fully explained)	<u>\$0.00</u>
--	---------------

¹⁶ Reference: Real Estate Law Book, Regulation 2831.2.

6. Are trust funds deposited in a timely manner? ¹⁷

Correct Procedure:

Unless otherwise specified in writing by the beneficiary of the funds, a broker is required to do one of the following three things with trust funds no later than three business days following receipt of the funds by the broker or the broker's salesperson:

1. Deposit the funds into a neutral escrow depository.
2. Place funds accepted on behalf of the owner into the hands of the owner of the funds.
3. Deposit the funds into a trust fund bank account maintained by the broker.

When broker is handling escrow funds:

A real estate broker who is not licensed under the Escrow Law (Section 17000 et seq. of the Financial Code), when acting in the capacity of an escrow holder in a real estate transaction in which the broker is performing acts for which a real estate license is required, shall place all funds accepted on behalf of another into one of the three places listed above not later than the next business day following receipt of the funds by the broker or the broker's salesperson.

¹⁷ Reference: Real Estate Law Book, Regulation 2832.

7. Are authorized signatories either employed by the broker and licensed or unlicensed but bonded? ¹⁸

Correct Procedure:

Withdrawals may be made from the trust account only upon the signature of the broker or one or more of the following persons with written authorization from the broker:

1. A salesperson licensed to the broker.
2. A person licensed as a broker who has entered into a written agreement with the employing broker.
3. An unlicensed employee of the broker with fidelity bond coverage at least equal to the maximum amount of trust funds to which the employee would have access.

Withdrawals may be made from the trust account of a corporate broker only upon the signature of an officer through whom the corporation is licensed or one of the persons detailed above. The corporate broker should always be a signatory on the trust account.

Concerning an unlicensed employee with fidelity bond coverage, it is recommended that the fidelity bond specifically identify the trust account which is being covered. The fidelity bond must not include a deductible clause.

¹⁸ Reference: Real Estate Law Book, Regulation 2834.

8. Are broker's funds commingled with trust funds? ¹⁹

Correct Procedure:

Funds belonging to a broker should not be commingled with trust funds. Common examples of commingling are:

1. personal or company funds deposited into the trust fund bank account;
2. trust funds deposited into the general or personal bank account; and
3. funds collected on real property wholly owned by the broker handled through the trust account.

A broker, however, is allowed to maintain up to \$200 of personal funds in a trust account to cover checking account service fees and other bank charges.

Commissions, fees, other income earned by a broker, and funds belonging in part to the broker's principal and in part to the broker when it is not reasonably practicable to separate such funds, must be withdrawn from the trust account within 25 days from the date of deposit.

¹⁹ Reference: Real Estate Law Book, Section 10176(e); Regulation 2835.